


RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Alcohol and Drug Programs		(2) AGENCY BILLING CODE 05125		(3) PAGE 1 OF 4 PAGES
(4) DIVISION/ BRANCH/ SECTION Program Services Division/Resource Center		(5) ADDRESS 1700 K Street, Sacramento, CA 95828		
CHECK THE APPROPRIATE BOX				
(6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER ADP-10-12	(10) SCHEDULE DATE 3/10/10	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 9
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED - 1
(17) MISSION/FUNCTIONAL STATEMENT : Our goal in Prevention Services is to develop and maintain a comprehensive, statewide prevention system that averts and reduces alcohol and other drug-related problems, thereby improving the health, safety and economic conditions of California residents.				
PART I – AGENCY STATEMENTS				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Amber Fitzpatrick</i> Amber Fitzpatrick		(19) TITLE Staff Service Manager I		(20) PHONE NUMBER (916) 445-2056
(21) DATE SIGNED 4/16/10				
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE- RECORDS MGMT. ANALYST <i>Jim</i>	(23) CLASSIFICATION SSA	(24) NAME (Printed or Typed) JESSE EDWARDS	(25) PHONE NUMBER 916 323-2075	(26) DATE SIGNED 4/16/10
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE – CalRIM CONSULTANT <i>Gavin C. [Signature]</i>		(28) APPROVAL NUMBER 10-065	(29) DATE SIGNED 5/05/2010	(30) EXPIRATION DATE 5/05/2015
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)			FOR ARCHIVES' STAMP	
THE ATTACHED RECORDS RETENTION SCHEDULE:				
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)				
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey</i>		(34) DATE SIGNED May 12, 2010		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1	*		Safe and Drug Free Schools and Communities SDSFC Grant – Sonoma County – Grant #: SDF 03-01 Project Years: 1 through 5 (January 2003 – December 2007)			4	4	1	9		Destruction Date 1/31/12
2	*		Safe and Drug Free Schools and Communities SDSFC Grant – Santa Barbara Co. – Grant #: SDF 03-16 Project Years: 1 through 5 (January 2003 – December 2007)			4	4	1	9		Destruction Date 1/31/12
3	*		Safe and Drug Free Schools and Communities SDSFC Grant – Los Angeles Co. – Grant #: SDF 03-19 Project Years: 1 through 5 (January 2003 – December 2007)			4	4	1	9		Destruction Date 1/31/12
4	*		Safe and Drug Free Schools and Communities SDSFC Grant – San Luis Obispo – Grant #: SDF 03-17 Project Years: 1 through 5 (January 2003 – December 2007)			4	4	1	9		Destruction Date 1/31/12
5	*		Safe and Drug Free Schools and Communities SDSFC Grant – Inyo County – Grant #: SDF 03-09 Project Years: 1 through 5 (January 2003 – December 2007)			4	4	1	9		Destruction Date 1/31/12
6	*		Safe and Drug Free Schools and Communities SDSFC Grant – Los Angeles Co. – Grant #: SDF 03-33 Project Years: 1 through 5 (January 2003 – December 2007)			4	4	1	9		Destruction Date 1/31/12
7	*		Safe and Drug Free Schools and Communities SDSFC Grant – San Bernardino Co. – Grant #: SDF 03-11 Project Years: 1 through 5 (January 2003 – December 2007)			4	4	1	9		Destruction Date 1/31/12
8	*		State Incentive Grant SIG Grant – Mono County – Grant #: SIG 04-11 Project Years: 1 through 3 (October 1, 2004 – September 30, 2007)			3	3	1	7		Destruction Date: 7/31/2011
9	*		State Incentive Grant SIG Grant – Humboldt County – Grant #: SIG 04-12 Binge Drinking Among Youth Project Years: 1 through 3 (October 1, 2004 – September 30, 2007)			3	3	1	7		Destruction Date: 7/31/2011
10	*		State Incentive Grant SIG Grant – Sonoma County – Grant #: SIG 04-01 Project Years: 1 through 3 (October 1, 2004 – September 30, 2007)			3	3	1	7		Destruction Date: 7/31/2011

10-0651

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
11	*		State Incentive Grant SIG Grant – Ventura County – Grant #: SIG 04-03 Ventura County Limits Project Years: 1 through 3 (October 1, 2004 – September 30, 2007)			3	3	1	7		Destruction Date: 7/31/2011
12	*		State Incentive Grant SIG Grant – Santa Barbara County – Grant #: SIG 04-13 Safer Isla Vista Project Years: 1 through 3 (October 1, 2004 – September 30, 2007)			3	3	1	7		Destruction Date: 7/31/2011

* 9 Boxes Total

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13.			<u>Records Management</u>								
			STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
14.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
15.	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
16.			Authorization for Records Destruction (Computer Printouts)			4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
			<u>Electronic Mail</u>								
17.			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
			B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.